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**Specification of requirements to Create and Maintain Three Areas of Woodland and Open Space in Wiggenhall St Germans, Norfolk**

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Period of Contract: 5 years 7 months

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**Introduction**

Norfolk County Council wishes to commission a Principal Contractor for the creation of the Wiggenhall Woodland in Wiggenhall St Germans, Norfolk. The successful contractor will follow the requirements of Norfolk County Council’s England Woodland Creation Offer (EWCO) and will supply, plant and maintain circa 40,000 trees as part of the woodland creation.

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# Context and Overview

## 1.1 About Norfolk County Council

* + 1. Norfolk County Council (NCC) is the upper-tier local authority for Norfolk. We provide a wide range of services for people who live, work, do business or visit here. They include passenger transport, Children’s and Community services, highway maintenance, waste disposal, libraries, museums, fire and rescue, economic development and trading standards. Further details may be obtained from [www.norfolk.gov.uk](http://www.norfolk.gov.uk).
    2. There are ambitious plans for Norfolk – we are looking to create 73,000 more homes, 57,000 more jobs and 5,300 new businesses by 2026. Our key sectors, many of which are of national importance, are spearheading growth. We have a powerful energy hub on the east coast, advanced engineering and manufacturing capabilities and a world-class food, life-science and Agri-tech cluster.
    3. The Council will play a leading role in ensuring that Norfolk has a growing economy, thriving people and strong communities. Our aim is to deliver economic growth for the region and address some of our challenges, such as housing, transport, productivity and skills. Norfolk is also a place where highly skilled people work, where ideas flourish, and where businesses grow. It’s also a place that a diverse population of people call home.

## 1.2 Context for this assignment

* + 1. This project will be managed in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015). Norfolk County Council will act as the Client and Principal Designer, and the appointed Supplier will take on the role of Principal Contractor for the purposes of CDM.
    2. Norfolk County Council has been successful in securing funding from the England woodland Creation Offer (EWCO) for the creation of three woodland areas as part of the Wiggenhall Woodland project and the wider 1 Million Trees for Norfolk project.
    3. The 1 Million Trees for Norfolk project aims, through tree planting, to help combat climate change, reduce carbon levels, benefit wildlife and provide accessible green space that will benefit the wellbeing of Norfolk residents for years to come. It will also contribute towards the aims of the Council’s Environment Policy and is guided by the Tree Planting and Resilience Strategy (see Appendix 7).
    4. The woodland will be planted in three areas across the village of Wiggenhall St Germans, 5 miles Southwest of Kings Lynn in Norfolk (see Figure 1).

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| A map of a city  AI-generated content may be incorrect. |
| Figure 1: Wiggenhall St Germans Location  ©Norfolk County Council 2025  ©Crown Copyright and Database rights 2025 Ordinance Survey AC0000851272  Powered by Esri |

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| Figure 2: Map of the three compartments |

* + 1. The EWCO application provides funding for the planting of 33,357 trees across a gross area of 20.53 ha (including open spaces and rides/paths); the Council are also looking to plant up to an additional 20% (approximately 6,671 trees) to account for any failures. In addition to this, the site consists of 9m wide borders, and a large open space area earmarked for a wildflower meadow (please note that these areas are outside of the EWCO agreement). The Principal Contractor will be responsible for the delivery and ongoing maintenance of the entire site — including all tree planting (both EWCO-funded and additional), the borders, the wildflower meadow, and all other landscape elements across the full 26 ha site. This includes both areas within and outside the EWCO agreement.
    2. The three sites are owned by Norfolk County Council and currently let to a tenant farmer. The sites are currently set with winter wheat and will be harvested mid-August 2025, with the tenant leaving the site upon harvest. Please note that this is dependent upon external factors such as weather and the tenant could vacate the land slightly later.
    3. The EWCO application was submitted following a Woodland Creation Planning Grant (stage 1 and 2) (WCPG). The WCPG highlighted several factors and features within the area that have shaped the woodland design and EWCO application; the successful Principal Contractor will need to be mindful of these when undertaking the work:
* Presence of deer within the area. We have included deer fencing within our EWCO application and have been granted funding for this in addition to individual tree wraps;
* Historic features that require sightlines and open space to be maintained (i.e. not planted on);
* Internal Drainage Board (IDB) drains are present in Compartment 3 (see the Design Plan in Appendix 1) and water gates are necessary to allow the deer fencing to form a continuous border. We have been granted funding under the EWCO for these; the IDB has requested that these can be lifted for weed clearance if possible. The presence of the IDB drains have also meant that the deer fencing is set 9m inward from the drains to allow for maintenance, these areas will be planted with wildflower seeds;
* The woodland design incorporates permissive paths that in some places link up to Public Rights of Way’s (PROW’s) and we have been granted an Additional Contribution for recreational access under the EWCO.
  + 1. The tree planting will take place during the 2025/26 planting season and must be completed by 31st March 2026. The Principal Contractor will also be responsible for on-going maintenance for the first five years of establishment, in accordance with the EWCO agreement and in close liaison with the Contract Manager, as part of a broader 15 year maintenance obligation under the EWCO scheme.

# Statement of Requirements

## 2.1 Overall requirements

* + 1. NCC is looking to appoint a Principal Contractor to implement and maintain the Wiggenhall Woodland. The Principal Contractor will enter a contract to provide services in accordance with the [UK Forestry Standards (UKFS),](https://www.gov.uk/government/publications/the-uk-forestry-standard) requirements of the EWCO agreement, the Woodland Design Plan, together with other documents making up the Contract (see appendices).
    2. The services required have been broken down into the following subsections:
* Ground preparation
* Deer fencing installation
* Tree planting
* Seed sowing
* Material supply
  + Tree and tree sundries supply
  + Seeds
  + Field gates
  + Deer fencing
  + Pedestrian gates
  + Vehicle gates
  + Water gates
* Woodland maintenance and weed management (5 years).
  + 1. Please note that the Principal Contractor must be familiar with [EWCO requirements](https://www.gov.uk/government/publications/england-woodland-creation-offer-application-form) and will be expected to adhere to all reporting, photographic evidence, maintenance obligations throughout the contract term.
    2. All woodland creation activities under this contract will be registered with the Woodland Carbon Code (WCC). The Principal Contractor must ensure that their work supports WCC registration and aligns with any requirements necessary to meet the standard, as guided by NCC.

## 2.2 Ground preparation

* + 1. The Principal Contractor will need to undertake pre-planting site visits to confirm that the ground is adequately prepared for planting. Any issues should be discussed with the NCC Contract Manager. The three compartments (See Appendix 1) are currently set with winter wheat that will be harvested end of summer 2025 (mid-August, weather dependant). The site will be left as stubble. NCC has been advised that minimal to no ground preparation will be required, however if this is not the case, the Principal Contractor will need to undertake additional ground preparation actions to ensure the trees are planted into soil conditions that best support tree establishment. If cultivation is required for ground preparation, this should be achieved with minimal site disturbance. Spot spraying with herbicide or strimming may be required to control weeds such as horsetail, thistles and black grass.
    2. Prior to the commencing of any ground preparation, the Principal Contractor must carry out pre-start activities to ensure the site is clearly demarcated and appropriately set up for works. These activities may include, but are not limited to:
* Finalising the Construction Phase Plan, including risk assessments and method statements as appropriate for the project’s complexity (see section 2.13.2).
* Marking out boundaries and planting areas using suitable, weatherproof markers.
* Identifying and flagging access routes and zones of exclusion (e.g., buffer zones near drains, protected features, or archaeological areas).
* Setting up welfare facilities, site signage, temporary fencing or barriers as necessary.
* Verifying utility constraints through CAT scanning and visual confirmation of previously provided data.
* Coordinating with the NCC Contract Manager to ensure agreement on site readiness and any adjustments needed.

These activities are anticipated to take up to several days depending on site conditions. The Principal Contractor must notify the NCC Contract Manager upon completion of pre-start activities and seek approval before proceeding to ground preparation or fencing works.

* + 1. Herbicide use must comply with [Norfolk County Council’s Glyphosate policy](https://www.norfolk.gov.uk/article/39024/Glyphosate-policy) and contractor guidance (see section 2.9). All contractors must be appropriately trained and registered with a UK Amenity Standard assurance scheme.

## 2.3 Deer fencing installation

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| 2.3.1 | Deer are present in the planting sites and as such funding has been provided by the EWCO agreement for the installation of deer fencing, gates and water gates to secure the three planting sites and protect the trees from browsing. |
| 2.3.2 | The Principal Contractor will be responsible for purchasing, installing and maintaining the deer fencing, gates and water gates in line with UKFS and the requirements of the EWCO agreement. The Principal Contractor should discuss the specifications with the NCC Contract Manager and acquire written sign-off (i.e. email confirmation of specifications). |
| 2.3.3 | Final lengths are to be measured and confirmed by the Principal Contractor, the estimated lengths of deer fencing required for each of the three sites are as follows:   * Compartment One: approx. 625 metres (including gated lengths) * Compartment Two: approx. 1,030 metres (including gated lengths) * Compartment Three: approx. 2,220 metres (including gated lengths, excluding water gates)   The fencing, gates and water gates must be installed before the trees are planted and will require sign-off from the NCC Contract Manager following installation and before planting can commence. |
| 2.3.4 | Fencing is to be kept to a minimum of nine metres back from the bank top of IDB drains (see Appendix 1) to allow for maintenance of the drains and to comply with IDB by-laws. |
| 2.3.5 | The Principal Contractor must make adequate checks to confirm that there are no underground or overground utility apparatus in the compartments prior to construction. Should services prevent works, the Principal Contractor should liaise with the NCC Contract Manager to find alternative options. |
| 2.3.6 | The fencing should provide suitable protection to guard the plantations from the local deer. As muntjac, Chinese water deer, roe, red and fallow deer are present in the locality, it is best to apply a combined single fence specification that includes:   * a mesh size to exclude the smallest species and prevent deer becoming entangled; * a fence height to exclude the most agile jumper or climber; * together with the material strength to withstand the most powerful. |
| 2.3.7 | The Principal Contractor will be responsible for:   * ensuring that all construction materials delivered to the site are in good condition, meet the specified standards, and are suitable for their intended purpose (i.e. durable and fit for use in a woodland setting) * arrange replacements for any damaged items * making arrangements for securely storing fencing materials upon delivery * undertaking regular checks of the fence, gates and water gates during the maintenance period * replacing any broken fencing or fencing fixtures that fail before the end of the fifth financial year from the planting season (i.e. 31st March 2031). Responsibility for the cost of repairs or replacements is outlined in Section 2.7.2. |
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## 2.4 Tree Planting

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| 2.4.1 | The Principal Contractor will be responsible for purchasing, planting and maintaining the trees to UKFS and to the requirements of the EWCO agreement. The woodland planting areas comprise three separate compartments. All three sites are on former arable land.   |  |  | | --- | --- | | **Compartment** | **Net planting area (ha)** | | Compartment 1 | 1.65ha | | Compartment 2 | 1.90ha | | Compartment 3 | 11.91ha | |
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| 2.4.2 | The trees should be purchased by the Principal Contractor to the specification set out in 2.6.1. |
| 2.4.3 | In accordance with the East of Ouse, Polver and Nar IDB’s Bylaws, no works are permitted within nine metres of the edge of drainage infrastructure[[1]](#footnote-2) . As such, deer fencing is to be kept to a minimum of nine metres back from the bank top of IDB drains (see Appendix 1) to allow for maintenance of the drains. In compartments 2 and 3 along sections where there isn’t a path or open space, a three-metre gap between the woodland planting and the deer fence will be filled with shrubs and small trees. In sections where open space or a path is present either a wildflower or grass mixture must be sown. |
| 2.4.4 | Tree planting must not commence until the deer fencing and gates has been signed off by the NCC Contract Manager (see 2.3.3). |
| 2.4.5 | In addition to deer fencing, NCC have been awarded funding for tree planting sundries such as tree wraps, canes, mulch mats and pegs (or mulch mat rolls). The planting sundries should be purchased by the Principal Contractor to the speciation set out in 2.6.1. |
| 2.4.6 | The Principal Contractor is to set out the tree planting to achieve a variable planting matrix to help the development of graded edges and a more diverse character. The aim should be to plant the trees in a way that will allow the woodland to take on a natural appearance over time but also allow for simplified maintenance. This can be achieved by:   1. Shrub species and small flowering and fruiting trees should be planted along the woodland and edge and rides, species to be planted include, but are not limited to:  * Crab apple * Whitebeam * Hazel; and * Hawthorn  1. The main body of the woodland should be set out to create a matrix of different species, mixing rows of nurse trees such as Silver Birch and Common Alder, with coppice species such as Field Maple and Hornbeam, alongside adjacent rows of longer-term species such as Oak trees mixed with Walnut, Cherry and Small-Leaved Lime trees. 2. Some areas of each site are liable to flooding and tree species suited to wetter conditions (Alder, Willows, Birch and Osier) are therefore to be planted in those areas. Please liaise with NCC Contract manager to identify those areas. |
| 2.4.7 | The EWCO agreement stipulates a stocking density of 2,250 trees per hectare (ha) for all species, except for "Other native woody shrubs/WSH." To align with NCC's objective of an additional 20% planting, the overall density will be increased to 2,700 trees per Ha. "Other native woody shrubs/WSH" will maintain the EWCO agreement density of 1,600 per ha.  All broadleaf species are to be planted within the designated woodland blocks. The planting methodology will prioritise a dense woodland core, with density progressively decreasing towards the edges. These broadleaf areas will be bordered by "Other native woody shrubs/WSH."  The Principal Contractor is required to propose a variable planting matrix or setting-out plan by mid-September. This plan must precisely adhere to the specified planting densities and achieve a dense woodland centre that gradually transitions to a less dense perimeter, thereby creating graded edges and a natural aesthetic. |
| 2.4.8 | Access to compartment 1 is via St Peter’s Road.  Access to compartments 2 and 3 is from Mill Road. |
| 2.4.9 | The trees must be planted into soil conditions that will provide the best chance of establishment, this includes keeping weed growth to minimum. NCC has been awarded funding from the EWCO for mulch mats or continuous weed mat rolls, and these should be used at the time of planting by the Principal Contactor. In addition to weed control matting, NCC would like to use woodchip mulch on top of the matting to provide the trees with protection from weed growth and drought. The Principal Contractor should adopt one of these two approaches when applying the matting and woodchip mulch:   1. lay down continuous rolls of biodegradable/compostable weed control matting pinned down with non-plastic pegs and topped with woodchip mulch (PAS 100) in a continuous line; or 2. place and pin 50x50 biodegradable/compostable weed control mats around each tree with non-plastic pegs (five per mat) and topped with woodchip mulch (PAS 100).   The woodchip mulch must be PAS 100 compliant and be free from physical contaminants and pathogens; proof of this must be supplied to NCC.  The trees must be fitted with non-eco 75cm tree wrap with a vertical slit and 120cm 12-14lb bamboo cane. The canes must be pushed far enough into the ground so as they can provide firm and stable support to the tree wraps and to withstand strong winds throughout the establishment period. Any failed or displaced guards due to poor installation must be replaced at the contractor’s expense (see section 2.7.2). |
| 2.4.10 | To aid biodiversity and reduce maintenance (e.g. the frequency of mowing, etc.), clover should be sown in between the tree rows. |
| 2.4.11 | If issues such as frost or flooding prevent planting, the Principal Contractor must inform the NCC Contract Manager to find alternative options. |
| 2.4.12 | The Principal Contractor must ensure survival of planted trees for five years and replace any that fail, are broken or missing. All replacement obligations, including trees and sundries, are detailed in Section 2.7.2. |
| 2.4.13 | Planting is to be from November 2025 to March 2026. |
| 2.4.14 | On compartment 1, trees are to be planted toward the southern end of the site in accordance with the design map, reducing the potential to obstruct the views of residents’ gardens wherever possible. No fruit trees are to be planted close to the back of 26 St Peter’s Road (Compartment 1) in line with a resident’s request. |

## 2.5 Seed sowing

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| 2.5.1 | The Wiggenhall woodland includes areas that must all be sown with an appropriate seed mix. These include:   * Approximately 11 hectares of designated open space, of which 5 hectares fall within the EWCO agreement area * Additional space between planted trees throughout the woodland compartments |
| 2.5.2 | The Principal Contractor is responsible for:   * Purchasing appropriate seeds mixes as agreed with NCC * Storing seed securely and appropriately * Undertaking suitable ground preparations for seed sowing * Sowing various seed mixes for each compartment * Maintaining sown areas over five years to both control weeds, encourage species diversity and wildflower cover, and maintain accessibility |
| 2.5.3 | The final seed mixes and quantity will need to be discussed and agreed with the NCC Contract Manager before purchase. |
| 2.5.4 | The layout of compartments and open spaces is shown in the Design Plan (Appendix 1) and described in detail below.  NCC is open to suggestions of different mixes that will achieve the intended purpose of each compartment, but the following is suggested :  **Compartment 1**   * Open area of 4.25 ha contains buried historical and areological features. The purpose of this open space is to protect the buried features, maintain sightlines between the two churches in the area and between the residential properties and church, and create low maintenance but diverse grassland meadow. This open space sits outside of the EWCO agreement. Research has suggested that a tussock meadow seed mix (eg. Emorsgate Seeds EM10 Tussock Meadow Mixture or equivalent) would be a suitable seed mix * There is an additional open space within the EWCO agreement of 0.18 Ha. The purpose of this open space is to provide a permissive path for visitors use. The seed mix will need to be a low competition grass mix that is both hardy but also low maintenance and will be tolerant of low light levels once the trees grow. Research has suggested that GrassSeeds.com’s Forest and Woodland Grass Seed Mixture or Emorsgate Seeds EG9 Hedgerows and Woodlands Grass Mixture would be suitable seed mixes or any equivalent. * Space in between the trees (but not classified as open space) equates to approximately 1.2 ha and will be sown with a red/white clover mix (eg. Cotswold Grass Seeds Red Clover (Trifolium pratense) and White Clover Small / Wild White (Trifolium repens) or equivalent).   **Compartment 2**   * Open area within compartment 2 but outside of the EWCO agreement is approximately 0.81 Ha. This area sits outside of the deer fencing, maintain a 9m border. To improve biodiversity and provide some screening whilst the trees become established, we would like to sow a wildflower mixture. Advice will be sought on the mixture type as it needs to be both suitable for the soil type, low maintenance and provide biodiversity benefits. Initial research has identified Cotswold Grass Seeds Floristically Enhanced Field Margin (CIPM2/IPM2/AB8) mixture or Emorsgate Seeds EM1 Basic General Purpose Meadow Mixture may be suitable, or any equivalent. * Open area within compartment 2 and within the EWCO agreement is approximately 0.7 Ha. The purpose of this open space is to provide a permissive path for visitors and contractors use during maintenance. The seed will need to be a low competition grass mix that is both hardy but also low maintenance and will be tolerant of low light levels once the trees grow. Research has suggested that GrassSeeds.com’s Forest and Woodland Grass Seed Mixture or Emorsgate Seeds EG9 Hedgerows and Woodlands Grass Mixture would be suitable seed mixes, or any equivalent. * Space in-between the trees (but not classified as open space) equates to approximately 1.4 ha and will be sown with a red/white clover mix (eg. Cotswold Grass Seeds Red Clover (Trifolium pratense) and White Clover Small / Wild White (Trifolium repens) or equivalent).   **Compartment 3**   * Open area within compartment 3 but outside of the EWCO agreement is approximately 1.5 Ha. This area sits outside of the deer fencing, maintaining the 9m border. To improve biodiversity and provide some screening whilst the trees become established, we would like to sow a wildflower mixture. Advise will be sought on the mixture type as it needs to be both suitable for the soil type, low maintenance and provide biodiversity benefits. Initial research has identified Cotswold Grass Seeds Floristically Enhanced Field Margin (CIPM2/IPM2/AB8) mixture or Emorsgate Seeds EM1 Basic General Purpose Meadow Mixture may be suitable or any equivalent. * Open area within compartment 3 and within the EWCO agreement is approximately 4.2 Ha. The purpose of this open space is to provide permissive paths for visitors use and contractors during maintenance. The seed will need to be a low competition grass mix that is both hardy but also low maintenance and will be tolerant of low light levels once the tree grow. Research has suggested that GrassSeeds.com’s Forest and Woodland Grass Seed Mixture would be a suitable seed mix, or any equivalent. * Space in between the trees (but not classified as open space) equates to approximately 8.5 ha and will be sown with a red/white clover mix (eg.Cotswold Grass Seeds Red Clover (Trifolium pratense) and White Clover Small / Wild White (Trifolium repens) or equivalent). |
| 2.5.5 | The Principal Contractor is to advise and discuss with the NCC Contract Manager the best approach and timing to seed sowing and acquire written sign-off before commencing sowing. NCC anticipate that seed sowing will be undertaken during spring 2026. Please note that until the seeds can be sown, any weeds present or emerging on the sites must be controlled. |
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## 2.6 Material specifications

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| 2.6.a | The Principal Contractor is to provide all materials needed for the creation, establishment and maintenance of the Wiggenhall Woodland. All items must be quoted for in your bid. Specifications for each item is given below, but please note that NCC reserves the right to alter or change the specifications as necessary. Items will need to meet UKFS and the EWCO agreement requirements, plus any additional requirements made by NCC.  The Principal Contractor may propose alternative materials or specifications where these are demonstrably equivalent or superior in durability, sustainability, functionality, or environmental performance. Any proposed substitutions must be clearly highlighted in the bid and accompanied by sufficient technical information and justification to allow NCC to assess suitability. Final approval of any alternatives rests with NCC. |
| 2.6.b | The Principal Contractor will be responsible for:   * Purchasing items for the woodland creation and maintenance * Arranging delivery * Checking the quality of items and arranging replacements should any fall below the standard expected (please refer to Section 2.15) * Arranging storage until use, ensuring all materials, including trees and seeds, are kept in suitable, well-maintained conditions. Trees must be protected from weather exposure and kept hydrated prior to planting (see also section 2.15.5). Storage solutions must meet the minimum requirements under CDM) * Maintaining all items during the five-year establishment period and replacing any that fail or degrade during that time * Managing waste in line with section 2.18 |
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| 2.6.1 | Tree and tree sundries supply |
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| 2.6.1.1 | The Principal Contractor is responsible for purchasing 40,028 trees and accompanying sundries. A list of the tree species and quantities to be purchased can be found in Appendix 2; if any species are unavailable, NCC may consider alternatives, however these must be agreed before purchasing. |
| 2.6.1.2 | Tree planting stock requirements:   * 20-40cm or 40-60 bare rooted plants * From a certified Plant Healthy nursery (see directory here: [Directory - Plant Healthy](https://planthealthy.org.uk/directory)) and grown from UK seed stock. |
| 2.6.1.3 | Tree planting sundry requirements:   * Canes of a minimum of 120cm in height and of the 12/14 lbs category * Tree wraps with a vertical slit that expands as the tree grows, 75 cm in height * Tree wraps must be able to be recycled. These must not be made of plastic netting, or products marketed as ‘eco’ wraps or ‘biodegradable’ |
| 2.6.1.4 | The Principal Contractor must provide NCC with the nursery details and plant passports before invoicing (Please see section 2.10.3) |
| 2.6.1.5 | The Principal Contractor is responsible for purchasing weed control mats, pegs, weed control rolls and woodchip mulch for the trees.  Mulch mats (or rolls) and the pegs need to be 100% biodegradable and plastic free. NCC will not accept a quote for the purchase of plastic backed matting or plastic pegs that are not biodegradable.  Mulch matting should be provided per tree and must be a minimum width of at least 500mm x 500mm. Each mat should be pegged down with five non-plastic pegs for each tree.  If purchasing and using weed control rolls, these should be a minimum of 1m wide.  Woodchip mulch must be PAS 100 compliant/certified and free from physical contaminants, weeds, pathogens, pests and chemical contaminants such as benzopyrene.  Contractors should include labour costs for mulching in their bids.  Replacement of failed sundries during the five-year establishment period must follow the policy outlined in section 2.7.2. |
| 2.6.2 | Seeds |
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| 2.6.2.1 | The Principal Contractor is responsible for purchasing all the seed mixes required for the woodland and open areas. While indicative seed types are listed, it is the Principal Contractor’s responsibility to select mixes that are appropriate for the site’s soil type, conditions, and intended function. They must ensure that all purchased seed mixes have the best possible chance of successful establishment.  When quoting for the mixes below, the bidder should state the sowing rate; if this is a deviation from the seed supplier’s recommendation, justification should be given in question F1.3 of the Invitation to Tender document.  The Principal Contractor is also responsible for calculations and confirming the final ha of area to be sown and volume of each mix needed. For the purpose of bidding please use the ha estimates given below in your calculation |
| 2.6.2.2 | **EM10 Tussock Meadow Mixture (or equivalent)**   * Must be low maintenance * Composition must contain a minimum of 20% wildflowers * Suitable to sow on fertile agricultural land   Estimated areas to be covered by grassland meadow mix:   * 4.25 ha in compartment 1 |
| 2.6.2.3 | **Low competition grass mix**   * Must be hardy (able to withstand being used as a path) but low competition * Must be low maintenance * Must be tolerant of low light levels once the trees grow   Estimated areas to be covered by low competition grass mix:   * 0.18 ha in compartment 1 * 0.7 ha in compartment 2 * 4.2 ha in compartment 3 |
| 2.6.2.4 | **White and red clover mix**   * The mix must contain a mix of clovers, including at least one red and one white clover species * Species selected must be low growing and provide benefits such as weed suppression * Must be persistent for at least three years   Estimated areas to be covered by clover mix:   * 1.2 ha in compartment 1 * 1.4 ha in compartment 2 * 8.5 ha in compartment 3 |
| 2.6.2.5 | **Wildflower mix**   * Must contain both grasses and perennial flowering plants that rich supply of pollen and nectar during the summer * Be compliant with Countryside Stewardship (CSS): AB8: Flower-rich margins and plots   Estimated areas to be covered by wildflower mix:   * 0.81 ha in compartment 2 * 1.5 ha in compartment 3 |
| 2.6.3 | Deer fencing |
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| 2.6.3.1 | The below specifications should be used as a minimum for the deer fencing:   1. Fence height  * Due to the presence of red and fallow deer, the fence height is to be 1800mm tall. |
| 2.6.3.2 | 1. Cladding specifications  * The fence cladding must be appropriate for protecting the young woodland from the target species. * The cladding may be formed of steel wires of either hinge joint, locked joint or welded net panel formation. The wire should be zinc coated and comply with either BS 4102 (1998) or BS 1485 (1983) and be manufactured to BS EN 10223-1. * The mesh diameter not exceeding 75-80 mm for the bottom 1.5m of the fence (from the ground up) to guard against muntjac. * The overall cladding should provide a minimum overall height of 1800mm, not including the provision of a buried or outwardly lapped base. * Line wires should be used to reduce the risk of concertinaing or deer entrapment. * In the case of cladding specification for deer and rabbit-proof fencing, NCC will consider a quote for the purchase of a fence comprising of a cladding which meets or is proven comparable to the above standards. * Barbed wire is not to be used on the site and will not be accepted as part of a bid for this contract. |
| 2.6.3.3 | 1. Support structure  * The uprights for the fence should consist of a woodwork support structure. * The woodwork support structure is to be guaranteed to last for at least ten years. * The Contractor is required to use durable materials for the support structure; these can be either: western red cedar, English oak, robinia, sweet chestnut, or treated timber guaranteed to be durable for 15-25 years. * For end post assemblies the Contractor should fit anchors/straining posts that take the tension from line wires and cladding. * The Contractor should assure that the struts are driven to an appropriate depth, especially where poor soil reduces the holding ability. A driven strutted straining post should have at least 1500 mm below ground. * The fence should provide a minimum overall height of 1800mm. The following minimum timber dimensions are requested for the for the erection of the perimeter fencing, these include lengths and top diameter for posts:   + End posts and turning posts: 2800 x 120 to 180 mm   + Struts: 2500 x 100 to 130 mm   + Intermediate stakes: 2600 x 80 to 100 mm * The maximum allowance for spacing of stakes in the perimeter fencing is 1000cm. This maximum spacing should be applied to both linier, turning and end post arrangements. * Extra intermediate stakes may be required to support the cladding tension in places where the ground undulates to maintain fence height. |
| 2.6.4 | Gates – general requirements |
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| 2.6.4.1 | All gates installed as part of this contract (pedestrian, vehicle, and water gates) must:   * Be fully compatible with the surrounding deer fencing system installed across the site. * Effectively prevent deer from entering by jumping, crawling underneath, or navigating around the gate. * Be constructed from durable, weather-resistant materials suitable for exposed rural environments, with a minimum expected lifespan of 10 years. * Include all required fixings and fittings (e.g. bolts, latches, hinges, washers, concrete, etc.) for full functionality and secure installation. * Be capable of withstanding regular use and external forces such as wind, debris, or water pressure, and maintain alignment and closure over time. * Connect seamlessly to adjacent fencing without gaps or weaknesses that could compromise enclosure integrity. * Be free from any sharp edges or components that could cause injury to people, livestock, or wildlife. * Be installed to open inward toward the woodland unless explicitly directed otherwise by the Client. * Be regularly maintained to ensure consistent and safe operation, including annual and post-storm inspections. * Remain in full working condition for the duration of the contract. |
| 2.6.5 | Pedestrian gates |
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| 2.6.5.1 | The Principal Contractor must supply and install seven (7) single-leaf pedestrian deer gates at designated access points along the perimeter fencing (Please refer to Appendix 1). |
| 2.6.5.2 | 1. Gate type:   * Must meet or exceed [Tornado pedestrian Metal Deer Gate GMDG010401](https://www.tornadowire.com/Catalogue/Shop-by-Application/DEER/Gates-Gate-Fittings/Metal-Gate/Metal-Deer-Gate-4ft-x-1840mm-High-76-x-76mm-Mesh-40mm-Box-Frame-GMDG060401) (see Appendix 6). This reference is provided for guidance only; equivalent products from other suppliers will be accepted if they meet the required performance, durability, and design standards.   2. Dimensions and Design   * Minimum height: 1.8 m (to match deer fence height). * Minimum clear width: 1.2 m (to allow access for pedestrians and pushchairs). * Type: Single-leaf swing gate compatible with deer-proof fencing.   3. Materials and Durability   * Gate frame: Galvanised steel or equivalent corrosion-resistant metal suitable for outdoor, rural conditions, with a minimum service life of 10 years. * Mesh infill (if used): Welded mesh with maximum aperture of 100 mm to prevent deer ingress. * Gate posts: 3.0 m long: 150–175 mm diameter creosoted timber strainers * Fixings: All hinges, bolts, latches, and fasteners must be galvanised or stainless steel, suitable for long-term exposure to weather without corrosion.   4. Hinges and Operation   * Hinges must allow the gate to swing at least 90 degrees. * Gates must swing freely and close securely, without sagging or misalignment. * Hinges must be adjustable post-installation to correct for minor movement or settling.   5. Locking / Closing Mechanism  Please provide pricing for both options below. The final selection will be confirmed by the Client prior to order.   * Option A: Manual latch, padlock-compatible, accessible from both sides * Option B: Self-closing mechanism (spring hinge or hydraulic/gas strut) plus manual latch   6. Installation Requirements   * Posts must be set to sufficient depth (driven into the soil or concreted depending on soil) * All fixings to be weatherproof and heavy-duty * Gates must be installed flush with adjacent fencing, fully aligned and stable * Final installation must ensure the gate is safe, secure, and free from obstructions |
| 2.6.6 | Field gates |
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| 2.6.6.1 | The Principal Contractor must supply and install up to six (6) metal field access gates across the total woodland sites. The final locations are still to be agreed, and NCC will discuss this with the successful bidder.  For the evaluation of bids, bidders should quote based on the below specifications but be aware that these are likely to be maximum requirements and upon discussion NCC may reduce the number or fields gates and or size.  The primary function of the field gates is to secure the field boundaries (please note that this is not the fence boundary) from unauthorised vehicle access, discourage the unauthorised parking at field entrances and along the 9m wildflower borders and discourage fly tipping. |
| 2.6.6.2 | 1. Gate type    * Metal double or pair gates with a heavy duty drop over frame. 2. Dimensions and Structure    * Width: minimum 8500mm total width    * Height: 1145mm    * Bars: 7    * Finish: Hot-dip galvanised to BS EN ISO 1461 3. Posts    * Material: 2.4 m long, 150–175 mm diameter creosoted timber strainers    * Posts must be concreted to at least 600 mm depth    * Hinged and braced as needed to support gate movement and locking 4. Hinges and Mounting    * Two adjustable hook-and-eye hinges per gate    * M16 galvanised coach bolts with nyloc or anti-tamper nuts    * Must allow full swinging clearance without dragging 5. Locking and Fastening    * Heavy duty drop over frame    * Padlockable hasp or pad bar    * All fittings to be tamper-resistant and weather-resistant |
| 2.6.7 | Deer vehicle gates |
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| 2.6.7.1 | The Principal Contractor must supply and install five (5) metal deer vehicle access gates at the designated points along the perimeter fencing of the site (Please refer to Appendix 1). |
| 2.6.7.2 | 1. Gate Type    * Must meet or exceed the [Tornado Wire Metal Deer Gate GMDG120601 specification](https://www.tornadowire.com/Catalogue/Shop-by-Application/DEER/Gates-Gate-Fittings/Metal-Gate/Metal-Deer-Gate-12ft-x-1840mm-High-76-x-76mm-Mesh-40mm-Box-Frame-GMDG120601) (See Appendix 6). This reference is provided for guidance only; equivalent products from other suppliers will be accepted if they meet the required performance, durability, and design standards. 2. Dimensions and Structure    * Width: 12 feet (3.66 m)    * Height: 1840 mm (1.84 m)    * Frame: Fully welded 40 x 40 mm box section    * Finish: Hot-dip galvanised 3. Mesh Infill    * 75 x 75 mm welded mesh, galvanised    * Welded flush within frame 4. Posts    * Material: 3.0 m long, 150–175 mm diameter creosoted timber strainers    * Posts must be concreted to at least 600 mm depth    * Hinged and braced as needed to support gate movement and locking 5. Hinges and Mounting    * Two adjustable hook-and-eye hinges per gate    * M16 galvanised coach bolts with nyloc or anti-tamper nuts    * Must allow full swinging clearance without dragging 6. Locking and Fastening    * Galvanised drop/sliding bolt    * Padlockable hasp or pad bar    * All fittings to be tamper-resistant and weather-resistant |
| 2.6.8 | Water gates |
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| 2.6.8.1 | The Principal Contractor must supply and install three (3) pivoting water gates at fence crossings of IDB drains (see Appendix 1). |
| 2.6.8.2 | 1. Design Type    * Pivoting design, self-closing when no flow pressure present    * Capable of lifting or swinging open under high water/debris load    * Consistent with Figure 30a of the [Forest Fencing Technical Guide](https://cdn.forestresearch.gov.uk/2006/03/fctg002.pdf) (see Appendix 6, Figure A6.3) 2. Dimensions    * Width: Equal to the watercourse width at mean flow plus 200 mm clearance each side    * Height: the water gate is expected to be bespoke, its height shall be confirmed and approved by NCC during the final design stage. The design must follow the principles illustrated in Figure 30a of the [Forest Fencing Technical Guide](https://cdn.forestresearch.gov.uk/2006/03/fctg002.pdf) (see Appendix 6) 3. Materials    * Durable hardwood (oak, sweet chestnut, larch)    * All timber joints must be bolted; no nails permitted 4. Construction    * Vertical bars/slats spaced max. 150 mm apart    * Mounted via top or side hinge to allow swing/lift movement    * May include bottom weights or anti-lift brackets to maintain alignment 5. Installation    * Posts installed on both banks and set into concrete (min. 600 mm depth) if necessary    * Fence must tie into the gate securely with no gaps    * Installation must allow for seasonal flow variation and sediment movement |
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## 2.7 Woodland maintenance and weed management (5 years)

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| 2.7.1 | **The Principal Contractor will be responsible for:**   * Carrying out maintenance across all the site for a five-year period (until 31st March 2031) * Spot weeding using approved herbicides or manual processes to control weed levels on the site * Replacing failed sundries each winter season * Monitoring tree survival across the whole site and undertaking replanting where needed to ensure that a minimum of 33,357 trees are successfully established by the end of year 5 (31st March 2031), in line with EWCO agreement. Given the 20% overplanting buffer, this equates to maintaining a survival rate of at least 84% of the total number of trees planted. * Maintaining fencing and access gates in good working condition * Managing public access paths (e.g. mowing, signage, minor surface repair) * Monitoring and removing invasive vegetation * Monitoring deer presence within the site * Regularly monitoring tree survival and protection materials during the establishment period. The Principal Contractor must maintain a clear and transparent methodology for assessing survival and failure rates, aligned with EWCO monitoring requirements. NCC reserves the right to carry out spot checks to validate reported data and ensure the methodology used is robust and compliant with grant conditions (see 2.21.1) * Submitting annual reports to NCC with maps and survival rates by compartment (see 2.21.1) * For clarification on responsibilities for public safety and site management during the maintenance period, please refer to Section 2.13.3 |
| 2.7.2 | **Replacement costs clarification:**  In the event of failure or damage to trees, sundries, gates, fencing components, or seeded area, the party responsible for the cost of replacements will depend on the cause:   * The Principal Contractor is responsible for ensuring that all trees and sundries (eg. guards, canes, mulch mats) are maintained, functioning, and replaced as needed throughout the five-year establishment period * This includes replacing any item that fails, is damaged, or goes missing — even where no clear cause is identified — where this affects the successful establishment of the woodland (eg. where a large number of trees die and the overall woodland design is impacted) or where losses risk falling below the required survival rate * Where damage or failure is the result of actions or omissions by the Principal Contractor — including, but not limited to, the use of poor-quality materials, inappropriate seed mix selection, negligence, inadequate maintenance, or failure to follow procedures — the Principal Contractor will bear the cost of replacements. (Examples may include tree failure due to poor planting technique, fencing collapse due to inadequate tensioning, or deer gaining access to the site and causing damage because of a faulty gate closure or fencing gaps.) * This responsibility also applies where items degrade naturally, trees fail to establish for unknown reasons, or materials are damaged due to weather or wildlife, as these are considered part of the expected risk within a five-year maintenance contract. * Tree replanting is only required if the total number of successfully established trees falls below 33,357 by the end of year 5 (this is equivalent to a survival rate lower than 84% of the total number of trees planted, i.e. 40,028). If survival falls below this threshold, the contractor must undertake additional replanting and replacements at their own cost to meet the requirement. * The replacement of sundries must occur whenever sundries fail and/or are damaged, and they are supporting a living tree or where the number has fallen below 33,357. * Where damage results from external events beyond the contractor’s control — such as vandalism, severe weather, or other unforeseen circumstances — replacement costs will be covered by NCC, subject to approval. * Where the cause of failure or damage cannot be clearly determined, NCC and the Principal Contractor will work together to assess the circumstances and agree a fair and reasonable approach to responsibility and cost.   To support this, the project includes an additional 20% buffer of trees (above EWCO requirements) to account for expected natural losses. If tree losses exceed this buffer, replacement requirements will be reviewed by NCC on a case-by-case basis.  The Principal Contractor must inform NCC of any failures or damage as soon as they are identified and provide photographic evidence where possible. |
| 2.7.3 | **Mowing:**  The Principal Contractor will be responsible for mowing/cutting all areas sown with the seed mixes set out in section 2.6.2 and for collecting and appropriately disposing of the cut material. The mowing should be undertaken in a way in which encourages biodiversity and allows pollinating flowers and grasses to be available to pollinators but also ensures weed levels are controlled and access is maintained. NCC proposes the following mowing/cutting regime for the maintenance period:  **Year 1 (April 2026 – March 2027)**   * Cutting of EM10 (or equivalent) over a total hectarage of 4.25 ha to happen once in this year * Cutting of low competition grass over a total hectarage of 5.08 ha to happen three times in this year * Cutting of Red and white clover over a total hectarage of 11.1 ha to happen once in this year * Cutting of Floristically Enhanced Field Margin over a total hectarage of 2.31 ha to happen twice in this year   **Year 2 (April 2027 - March 2028)**   * Cutting of EM10 (or equivalent) over a total hectarage of 4.25 ha to happen once in this year * Cutting of low competition grass over a total hectarage of 2.54 ha four times a year (please note that the hectarage is half the sown area as NCC would like the cutting of these areas to alternate each year, i.e. 50% in year 2 cut 4 times, the remaining 50% in year 3 cut 4 times, and so on until year 5) * Cutting of Red and white clover over a total hectarage of 11.1 ha once in this year * Cutting of Floristically Enhanced Field Margin over a total hectarage of 2.31 ha once in this year   **Year 3 (April 2028 - March 2029)**   * Cutting of EM10 (or equivalent) over a total hectarage of 4.25 ha to happen once in this year * Cutting of low competition grass over a total hectarage of 2.54 ha four times a year (please note that the hectarage is half the sown area as NCC would like the cutting of these areas to alternate each year, i.e. 50% in year 2 cut 4 times, the remaining 50% in year 3 cut 4 times, and so on until year 5) * Cutting of Red and white clover over a total hectarage of 11.1 ha once in this year * Cutting of Floristically Enhanced Field Margin over a total hectarage of 2.31 ha once in this year   **Year 4 (April 2029 - March 2030)**   * Cutting of EM10 (or equivalent) over a total hectarage of 4.25 ha to happen once in this year * Cutting of low competition grass over a total hectarage of 2.54 ha four times a year (please note that the hectarage is half the sown area as NCC would like the cutting of these areas to alternate each year, i.e. 50% in year 2 cut 4 times, the remaining 50% in year 3 cut 4 times, and so on until year 5) * Cutting of Red and white clover over a total hectarage of 11.1 ha once in this year * Cutting of Floristically Enhanced Field Margin over a total hectarage of 2.31 ha once in this year   **Year 5 (April 2030 - March 2031)**   * Cutting of EM10 (or equivalent) over a total hectarage of 4.25 ha to happen once in this year * Cutting of low competition grass over a total hectarage of 2.54 ha four times a year (please note that the hectarage is half the sown area as NCC would like the cutting of these areas to alternate each year, i.e. 50% in year 2 cut 4 times, the remaining 50% in year 3 cut 4 times, and so on until year 5) * Cutting of Red and white clover over a total hectarage of 11.1 ha once in this year * Cutting of Floristically Enhanced Field Margin over a total hectarage of 2.31 ha once in this year   The Principal Contractor should provide NCC with the cutting dates and details on the cut length. The above regime should be seen as an optimum number of cuts; any alterations to the regime (i.e. an increase or decrease in cuts) should be discussed with the NCC Contract Manager.  The Principal Contractor is responsible for disposing of the cuttings and should quote for off-site disposal. NCC is open to the option of on-site disposal should this create additional habitats and not impact the establishment of both the seeded areas and trees; however, this would need to be discussed in further detail upon contract award. The Principal Contractor is responsible for ensuring that in the disposal of cuttings, waste regulations are adhered to. See section 2.18 on waste disposal for more information |
| 2.7.4 | **Weed Control:**  Noxious weeds will need to be controlled across the full 26 ha of the project during the five-year maintenance period to ensure that the trees and wildflower/grass areas become established and survival rates are maintained.  Herbicide sprays may be used by the Principal Contractor or sub-contractor; however, this should be minimised wherever possible, with spot spraying as the preferred approach. Mechanical weed control (i.e. hand weeding or strimming) should be used over the use of herbicides where feasible.  If herbicides are used, they should be used in spring or autumn only. NCC must be notified before any herbicide use. The person applying the herbicide spray will need to meet the requirements of NCC’s Glyphostae Policy; further details can be found in section 2.9.  Mechanical weed control should be undertaken before weeds have seeded. |
| 2.7.5 | **Waste removal:**  See Section 2.20 for waste collection and recycling responsibilities |

## 2.8 Documents and data sharing

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| 2.8.1 | Access to the “CCH – Wiggenhall Woodland Creation” SharePoint site will be provided to the Principal Contractor upon award and acceptance of the contract. |
| 2.8.2 | NCC will provide the following:   * Woodland Design Plan * EWCO agreement and specifications * Tree species and quantities (Appendix 2) * Gate drawings/specifications (Appendix 6) |
| 2.8.2 | The Principal Contractor will use the SharePoint site to:   * Upload photographs, planting records, fencing sign-offs, and delivery notes (as required under section 2.10.3) * Maintain an up-to-date Contract Tracker * Share communications and reporting with NCC in line with contract milestones |
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## 2.9 Glyphosate policy

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| 2.9.1 | NCC has a [Glyphosate policy](https://www.norfolk.gov.uk/article/39024/Glyphosate-policy)  that requires us to minimise the use for herbicide spray where possible.  It has been assessed that the use of Glyphosate is appropriate and acceptable for weed control at the Wiggenhall Woodland during site preparation, tree planting and establishment phases.  Mechanical methods (e.g. strimming or hand-weeding) should be used first, and herbicide use should be limited to spot spraying only when necessary. Glyphosate should be applied only in spring or autumn.  The Principal Contractor and any sub-contractors must review and follow the Contractor Glyphosate Guidance provided in Appendix 3, including the requirements in the “Recording and Monitoring of Glyphosate Use” section. Evidence of herbicide use must be uploaded to SharePoint (see section 2.10.3). |
| 2.9.2 | The Glyphosate Policy requires all contractors to be both:   * fully trained in herbicide use and hold relevant certification (such as City & Guilds PA1 and PA6A, or Lantra equivalents, with additional qualifications as required to meet specialist situations). They will be required to comply with the conditions of these certifications and other regulations relating to the use of herbicides, including COSHH and current Codes of Practice, and must always wear the correct personal protective equipment (PPE); and * registered with a quality assurance scheme recognised by “**The UK Amenity Standard**”. NCC needs to ensure all weed management programmes are undertaken to the UK Amenity Standard. To qualify for the UK Amenity Standard, contractors responsible for weed control must be members of an approved and recognised assurance scheme. Given the NCC situation, this is likely to be **Amenity Assured**, currently overseen by BASIS Registration Limited; however alternative schemes are also recognised by the UK Amenity Standard such as BASIS Lawn Assured and the Property Care Association. If the contractor(s) are not members of an approved and recognised assurance scheme, they can sub-contract the herbicide spraying until they are a member of an approved and recognised assurance scheme. The sub-contractor must be a member of an approved and recognised assurance scheme and the lead bidder must provide evidence of this. Bidders can search for sub-contractors that are a member of an approved scheme on the Amenity Standard webpage[[2]](#footnote-3). * If the Principal Contractor is not a member of a recognised assurance scheme, they may sub-contract herbicide application, but the subcontractor must meet all assurance scheme requirements and evidence must be provided. |
| 2.9.3 | NCC is on a UK Register[[3]](#footnote-4) established as a result of the Official Controls (Plant Protection Products) Regulations 2020, indicating that they are nationally recognised users of plant protection products. It will be important to establish with the contractor(s) at the outset of any agreement if they are also on the register and have fully approved storage facilities for any plant protection products used. |
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## 2.10 Evidence requirements

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| 2.10.1 | For key stages (e.g. deer fencing completion, gates installed, planting zones established), the Principal Contractor must upload photographs on the Wiggenhall SharePoint showing the completed work. Each image should:   * Clearly show any relevant infrastructure (e.g. tree guards, mulch mats) * Be labelled with the compartment number and activity (e.g., “Compartment 2 – Fencing Complete”) |
| 2.10.2 | All evidence must be stored in the relevant folder on the SharePoint site. Photographs, maps, and planting records must comply with EWCO audit requirements. |
| 2.10.3 | The Principal Contractor must retain and submit all supporting documentation required for NCC verification, including evidence for the EWCO grant and the Woodland Carbon Code (WCC) registration. This includes, but is not limited to:   * Original invoices and itemised receipts for all materials and services claimed * Plant passports for all tree and shrub stock * Name of the Plant Healthy certified tree nursery used * Planting certificates * Delivery notes, dated photographs, and completion evidence for key activities (e.g. planting, fencing, gate installation) * Contract Tracker updates * Records of herbicide use (see section 2.9.1) in line with Appendix 3 * Any additional documentation requested by NCC to support compliance with the Woodland Carbon Code, including evidence that may be required for carbon registration or audit purposes * Any other evidence required to verify specification compliance, milestone completion, or grant eligibility   All supporting documents must be uploaded to the SharePoint site in the relevant folders.  All documentation must comply with the evidence requirements set out under the England Woodland Creation Offer (EWCO) scheme and the Woodland Carbon Code (WCC), as administered by the Forestry Commission.  The Principal Contractor is responsible for ensuring that mapping data, planting records, and photographic evidence are appropriately formatted and dated, and correspond with the actual delivery activities and quantities claimed.  Failure to provide sufficient, accurate, and timely documentation may delay invoice approval and payment. The Principal Contractor will be held responsible for any loss of EWCO funding resulting from insufficient, inaccurate, or missing submissions.  Where any uncertainty exists regarding EWCO or WCC evidence requirements, the Principal Contractor must seek clarification from the NCC Contract Manager at the earliest opportunity. |
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## 2.11 Coordination with NCC Contract Manager

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| 2.11.1 | The Principal Contractor must obtain approval from the NCC Contract Manager before progressing in between key stages or initiating dependent activities. The Principal Contractor must consult and receive confirmation from NCC at the following key stages, including but not limited to:   * Completion of pre-start activities and site setup including submission of the Construction Phase Plan (see 2.13.2) * Before undertaking any adjustments to planting compartments, access routes, or buffer zones * Before using material substitutions or alternative specifications (see 2.15.5) * To resolve any issues or quality concerns (eg. delivery issues -see 2.15.5; issues with utilities – 2.3.5; contaminated soil – 2.12.7, etc) * Prior to applying herbicide, including approval of the type, timing, and application method (see 2.9). NCC requires a detailed record of all herbicide applications (e.g. spot spraying) * Upon completion of fencing, gates, and water gates, before tree planting can begin (see 2.3.2, 2.15, 2.16, etc.) * Before beginning key activities such as tree planting (see 2.4.4), seed sowing (2.5.5) * The Principal Contractor must provide cutting dates and details (e.g. length, frequency) to NCC and obtain agreement on any deviations from the approved plan (see 2.7.3) * Before implementing any changes to the planting design * Before invoice approval and payment, the Principal Contractor must submit all required documentation and evidence for review by the NCC Contract Manager (see 2.10.3) * At the completion of key delivery milestones, such as fencing or planting * Before disposing of waste fencing, gate, or metal components, as NCC reserves the right to reclaim or reuse materials or retain any scrap value (see 2.18.2)   The NCC Contract Manager may also request evidence, photographs, or site visits. It is the responsibility of the Principal Contractor to maintain proactive communication and obtain necessary approvals promptly. |

## 2.12 Health and safety management

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| 2.12.1 | Plant and equipment shall in every respect comply with all [Health & Safety Executive](https://www.hse.gov.uk/) requirements. |
| 2.12.2 | The Principal Contractor must comply with the requirements of health and safety laws and regulations relevant to the contract and maintain a proactive approach to safeguarding both workers and the public during all project phases. The following regulations are particularly relevant to this project and must be adhered to:   * + Provision & Use of Work Equipment Regulations 1998 (‘PUWER 98’)   + Lifting Operations & Lifting Equipment Regulations 1998 (‘LOLER 98’)   + Control of Noise at Work Regulations 2005 (‘CNWR 05’)   + Control of Vibration at Work Regulations 2005 (‘CVWR 05’)   + Control of Substances Hazardous to Health 2002 (‘COSSH 02’)   + Health & Safety at Work Act   + The Health and Safety (First-Aid) Regulations 1981   + Avoiding Danger from Overhead Power Lines (HSE-GS6)   + Manual Handling Operations Regulations 1992   + Provision of Personal Protective Equipment (PPE) at Work Regulations 1992 (PPER)   + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)   See Section 2.13.3 for further details on site management responsibilities during different phases of the contract. |
| 2.12.3 | The Principal Contractor must ensure that all staff and subcontractors are adequately trained, hold relevant certificates (e.g., for machinery or herbicide use), and that the site-specific risks are clearly highlighted to all before work commences.  The Principal Contractor must obtain signed copies of site-specific risk assessments (SSRA) from all staff and subcontractors, and keep records of training and certification, available to NCC on request. |
| 2.12.4 | The Principal Contractor shall indemnify the Council against any breach of Health & Safety Regulations and in particular the Principal Contractor shall indemnify the Council, its servants and agents against any and all actions, claims, demands, proceedings, damages, costs, charges expenses and fines whatsoever caused to the Council, or any third party by the Principal Contractor, arising out of the Contractor’s failure to comply with its obligations. |
| 2.12.5 | The Principal Contractor shall in regard to the carriage of petroleum and any other dangerous goods ensure safe storage and comply with all applicable statutory and regulatory environmental obligations. See section 2.16 on storage |
| 2.12.6 | Where applicable, the Principal Contractor shall take all precautions to ensure that no pollution arises from the execution of the works which may contaminate or pollute land, watercourses or cause injury to animal, fish or plant life on, in, under or off site. The Principal Contractor shall indemnify the Council against costs or damages or claims related to this liability. |
| 2.12.7 | In the event of any spillage the Principal Contractor is to remove any contaminated soil and make good the area at his expense to the satisfaction of the NCC Contract Manager. |
| 2.12.8 | The Principal Contractor shall have in place suitable contingency plans to provide a replacement in the event of a breakdown of plant or equipment. |
| 2.12.9 | The Principal Contractor must ensure that:   * All its employees (including sub-contractor’s employees) responsible for operation and use of plant and equipment are suitably trained and competent in its safe use. * No item of plant or equipment is left parked or unattended in a manner that may create a nuisance, danger or annoyance to the public |
| 2.12.10 | The Principal Contractor shall cease work immediately and report back the NCC Contract Manager if they consider the site or continuation of works to be unsafe, for example, but not limited to the presence of underground cables. |
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## 2.13 Principal Contractor CDM responsibilities

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| 2.13.1 | The project will follow the principles and requirements set out in the Construction Design and Management regulations 2015. Norfolk County Council will act as the Client and Principal Designer. The appointed Supplier will be the Principal Contractor during the delivery of the project. |
| 2.13.2 | The Principal Contractor will be required to:   * Finalising the Construction Phase Plan (with risk assessments and method statements as appropriate for the project’s scale and complexity) (see 2.2.2) and submit it to the Client for approval prior to the commencement of works. The Principal Contractor will ensure it is kept up to date throughout the contract * Ensure that those managing and supervising the work have the appropriate knowledge, skills and experience to fulfil their role effectively. * Plan, manage, monitor, coordinate (including communication and co-operation) all contractors on site. * Ensure Health and Safety compliance on site during the delivery of the project (including welfare). The Principal Contractor may propose portable units or local agreements (e.g. nearby facilities) to fulfil welfare obligations. * Ensure that welfare facilities are provided and that they are suitable and sufficient for the size and nature of the project. * Provide appropriate site induction to all personnel working on site and make records available to the Client upon request. * Take reasonable steps to ensure the security of the site, including equipment, and member of the public. * Ensure your responsibilities under CDM as Principal Contractor are met. |
| 2.13.3 | The Principal Contractor will have overall management responsibility for the site during the woodland creation phase (including ground preparation, fencing, and planting). This includes health and safety management, site security, and public safety in accordance with CDM 2015 regulations.  Once the planting phase is complete and has been formally signed off by the NCC Contract Manager, the Principal Contractor’s role will shift to ongoing maintenance and aftercare duties. During this maintenance phase, responsibility for public safety and general site management will be shared: NCC will remain the landowner and retain liability for public rights of way and access arrangements, while the Principal Contractor will be responsible for site safety during all work activities and for maintaining protective infrastructure (e.g. fencing and signage).  The Contractor must clearly mark active work areas and ensure that public access is restricted where needed during operations. Any safety concerns, vandalism, or unauthorised access must be reported immediately to the NCC Contract Manager. |
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## 2.14 Significant hazards consideration

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| 2.14.1 | Underground and overground utilities |
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| 2.14.1.1 | Detailed maps and information from utility companies will be provided to the Principal Contractor upon award.  The Principal Contractor will be required to interpret the information and use it along with visual checks and CAT scanning before starting any work to confirm that there are no underground or overground utility apparatus in the compartments. |
| 2.14.1.2 | Where underground or overground services are found to interfere with planned works, the Principal Contractor must liaise promptly with the NCC Contract Manager to find alternative options. |
| 2.14.1.3 | Known service constraints include:   * Compartment 3: National Grid electricity cables cross the northern end of the site and one pylon stands within the area designated for tree planting. Planting beneath and adjacent to pylons must follow National Grid best practice guidance, which states that only “slow and low growing species of trees and shrubs shall be planted beneath and adjacent to the existing overhead line to reduce the risk of growth to a height which compromises statutory safety clearances”. * The Principal Contractor must ensure that all planting beneath and near overhead lines strictly follows this guidance. In addition, a higher concentration of appropriate woody shrubs should be planted in this area and along woodland edges and rides, in line with the woodland design intent. * See Appendix 4 for guidance diagrams from National Grid’s “Sense of Place” publication on planting near high voltage overhead lines. |
| 2.14.1.4 | * Compartment 1: Underground sewage tanks are present at the northern end of the site, running parallel to the public right of way from St Peters Road to the churchyard. While not within the planting zone, the area may need to support future vehicle access. This would be required via the woodland end of the site. Access planning must ensure protection of this infrastructure. |
| 2.14.1.5 | * There is a sewer pumped rising main with manholes on the eastern side of Compartment 1 running from the underground sewer tanks near the church to the southern end of the field. It runs parallel to the houses along St Peters Road. The pipe diameter is DNs 149 with an easement width of 4.0 (m). Please see (Appendix 5).   Anglian Water have restrictions and conditions associated with works/ tree planting within the Easement. Please see Appendix 5. |
| 2.14.1.6 | Where significant risks are identified, the Principal Contractor must immediately notify the NCC Contract Manager. Site meetings may be required to review the risks and agree safe methods of working before proceeding. |
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| 2.14.2 | Site conditions |
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| 2.14.2.1 | The Wiggenhall site presents several hazards due to its soil composition, topography and drainage characteristics. |
| 2.14.2.2 | According to Magic Maps data, the soil type consists of loamy and clayey soils of coastal flats with naturally high groundwater. The site is prone to waterlogging and flooding, which may compromise access, delay work and increase safety risks. Several open ditches are also present across the site. |
| 2.14.2.3 | Example of site-specific hazards include:   * Risk of slips, trips and falls, particularly in areas with long grass or during poor visibility * Flooding or waterlogging, especially after heavy rainfall, potentially impacting vehicle, and delay operations such as planting or fencing work   Risk of equipment or personnel unintentionally entering ditches or standing water |
| 2.14.2.4 | The Principal Contractor must plan and implement appropriate mitigation measures in their risk assessments, which may include:   * Planning site access according to the ground conditions * Using high-visibility demarcation around hazards * Installing temporary barriers near ditches or waterlogged areas |
| 2.14.2.5 | All mitigation measures should be proportionate to the risk and reviewed regularly throughout the contract |
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| 2.14.3 | Weather |
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| 2.14.3.1 | The Principal Contractor must plan for and mitigate the risks associated with adverse weather conditions, which may include:   * Flooding – leading to waterlogged soils and impassable areas * Ice or snow – creating slip hazards and reducing safe access for personnel and vehicles * Prolonged dry spells or drought – compromising the successful establishment of newly planted trees |
| 2.14.3.2 | Appropriate personal protective equipment (PPE) must be worn as required by conditions (e.g., waterproofs, gloves, footwear). |
| 2.14.3.3 | Where weather significantly disrupts operations or tree establishment, the Principal Contractor must notify the NCC Contract Manager without delay and agree a course of action.  EWCO scheme includes a provision for exceptional payments where weather-related events lead to widespread tree failure outside the Principal Contractor’s control. Supporting evidence must be provided, and any replanting plans agreed with the NCC Contract Manager before any claim is made. |
| 2.14.3.4 | All weather-related impacts must be logged in the Contract Tracker spreadsheet and reported weekly. |
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| 2.14.4 | Herbicide handling and application (glyphosate) |
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| 2.14.4.1 | Glyphosate use has been assessed as appropriate for ground preparation and maintenance, but it remains a hazardous substance and must be managed carefully to minimise environmental and health risks — particularly given the site’s proximity to ditches, watercourses, and residential boundaries. |
| 2.14.4.2 | The Principal Contractor must ensure that all herbicide use complies with:   * Relevant legislation, including the Control of Substances Hazardous to Health (COSHH) Regulations * The NCC Glyphosate Policy (see section 2.9) |
| 2.14.4.3 | As part of risk management, the Principal Contractor must be able to demonstrate that:   * Relevant operatives are trained and competent in herbicide handling and application * Appropriate certifications of competence, risk assessments, safe systems of work or methods statements and spill procedures and any other relevant documentations are in place * All usage and storage is appropriately documented and records submitted to the NCC Contract Manager upon request |
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| 2.14.5 | Vehicle access and traffic management |
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| 2.14.5.1 | The project will require the use of heavy vehicles and machinery accessing the site via local countryside roads. The presence of nearby residential properties means vehicle movements must be carefully managed to avoid risks to public safety and disruption to local access. |
| 2.14.5.2 | The Principal Contractor must plan and manage traffic-related risks, including:   1. Safe access and exit from the site, 2. Clear communication about vehicle movements 3. Measures to reduce inconvenience or safety risks to residents and road users |
| 2.14.5.3 | Traffic management plans should be proportionate, risk-based, and updated as needed. |
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## 2.15 Materials and delivery

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| 2.15.1 | The Principal Contractor will be responsible for providing all labour, equipment, tools, plant, sundries, materials, and services necessary to carry out and complete the works to specification. This includes, but is not limited to:   * Tree and seeds * Fencing and gate infrastructure * Herbicide and application equipment (if required) * Mulch material, guards, and associated planting materials * All tools and machinery needed for installation and maintenance |
| 2.15.2 | The detailed requirements for materials and specifications are set out in Section 2.6 |
| 2.15.3 | The Principal Contractor will arrange access to a local storage facility (e.g. a barn or similar structure) for use during the contract period. This facility will be suitable for storing machinery, equipment, and materials securely. |
| 2.15.4 | The Principal Contractor will be responsible for:   * Ensuring safe and secure use of any provided storage facility * Complying with any restrictions or access conditions set by the landowner or the Client * Insuring their own stored materials, tools, and equipment |
| 2.15.5 | The Principal Contractor must inspect all deliveries upon arrival to verify that:   * The correct items and quantities have been supplied * Materials meet the approved specifications and are fit for purpose * All items are free from visible damage, contamination, pest infestation, or other quality issues   This applies to all materials supplied under the contract, including but not limited to: trees, tree guards, canes, mulch mats, weed control rolls, woodchip mulch, seed mixes, fencing components, gates, and herbicides.  In particular, all trees must be checked to ensure they are fit for purpose upon  delivery. Any damaged materials must be replaced promptly. Trees must be stored  undercover and kept hydrated throughout the planting season to prevent root  fibre desiccation.  The Principal Contractor must not install or use any materials that are substandard  or non-compliant without written approval from the NCC Contract Manager.  Any discrepancies in delivery — such as missing items, damage, or substitutions — must be reported to NCC immediately. The Principal Contractor is responsible for resolving such issues and ensuring that any replacements meet the approved specification.  See also Section 2.11.1 for coordination and approval procedures. |

## 2.16 Storage and handling of materials and substances

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| 2.16.1 | The Principal Contractor is responsible for managing all aspects of delivery, safe storage, collection, and handling of all materials used in the creation and maintenance of the Wiggenhall Woodland, including the protection of such materials. This includes, but is not limited to:   * trees, mulch material, pegs * fencing materials, gates, water gates * Herbicides and associated application equipment * Fuels, petroleum, and other hazardous substances * Any other planting sundries and operational materials or machinery   any other planting sundries |
| 2.16.2 | The Principal Contractor must:   * Arrange suitable storage so that all materials and equipment are stored in a way that prevents damage or degradation The Principal Contractor is responsible for the safekeeping and appropriate handling of all materials during storage. * Handle and store all herbicide products (e.g., glyphosate), fuels, petroleum, and other dangerous goods in accordance with relevant legislation, environmental regulations and HSE standards * Keep materials protected from weather, pests, or physical damage where relevant (e.g., fence posts from rotting, guards from warping) * Maintain an up-to-date record of any material or stock replacement required during the five-year establishment period * Ensure that any unused or worn materials are either recycled or disposed of in accordance with Section 2.18 (Waste Disposal), and retained if requested by NCC |
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## 2.17 Environmental best practices

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| 2.17.1 | The Principal Contractor must:   * Minimise unnecessary vehicle movements to reduce soil compaction * Undertake work only when ground and weather conditions reduce the risk of erosion or surface damage * Store materials away from drains and ditches |
| 2.17.2 | See also section 2.12 “Health and Safety management” for legal obligations on pollution control and spillage. |
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## 2.18 Waste disposal

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| 2.18.1 | The Principal Contractor is responsible for collecting, storing and disposing of all waste materials generated throughout the delivery and five-year maintenance of the Wiggenhall Woodland project. This includes, but is not limited to:   * Packaging from delivered materials (e.g. tree wraps, canes, mulch mats, seed bags, fencing components) * Damaged, surplus, or expired items (e.g. sundries, fencing offcuts, herbicide containers) * Used or degraded tree protection materials (eg. wraps and canes) during the establishment period * Temporary site setup materials (e.g. marking tape, signage, protective coverings) * Grass cuttings from the mowing regime (see 2.7.3)   At the end of the five-year period, when the trees are expected to be fully established, the Principal Contractor is responsible for removing and recycling all remaining tree wraps and canes via an appropriate waste carrier or recycling scheme. |
| 2.18.2 | All waste must be:   * Reused or recycled wherever possible * Removed from the site only by a licensed waste carrier registered with the Environment Agency * Managed in full compliance with relevant waste and environmental regulations * Grass cuttings may be disposed of on-site only where agreed with NCC Contract manager, provided they enhance biodiversity and do not compromise establishment success (see section 2.7.3) * Where fencing, gate, or metal components are to be removed or scrapped, NCC reserves the right to reclaim or reuse materials or to retain any scrap value. This must be agreed with the NCC Contract Manager prior to disposal.   Burning or burying of any waste on site is strictly prohibited. |

## 2.19 Public engagement

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| 2.19.1 | When approached by members of the public, enquiring about the work or to complain or object about it, all contractor staff must:   * respond politely and informatively to all queries * refer interested parties to the NCC website and to search for “Wiggenhall woodland creation” or direct them to the NCC Contract Manager for further information * notify the NCC Contract Manager of any complaints or access issues within 2 working days |
| 2.19.2 | In addition, the Principal Contractor must proactively liaise with nearby residents and landowners in advance of any particularly disruptive activities. This may include, but is not limited to:   * Delivery of bulk materials (e.g. mulch material, fencing components) * Use of heavy machinery on or near boundaries * Activities that may impact noise, access, or visual amenity (e.g. fencing installation, etc.) |
| 2.19.3 | The aim is to ensure the local community is kept informed, reassured, and supportive of project milestones, helping to prevent unnecessary complaints or misunderstandings. |
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## 2.20 Engagement/ volunteering

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| 2.20.1 | Norfolk County Council is committed to encouraging local community participation and other volunteering opportunities to support ownership of the new woodland. The Principal Contractor will be expected to plan and deliver at least four meaningful community engagement activities during the initial implementation phase (first 3 years). |
| 2.20.2 | Examples include, but are not limited to:   * A community planting day, where local residents, schools, or groups are invited to assist with planting selected areas (Eg. trees, bulbs, etc.) * Organising one or more tree-planting opportunities for Norfolk County Council staff * A guided site tour or informal drop-in during a quiet phase of work to explain the woodland’s design and benefits * Hosting a short talk or workshop on tree planting, woodland management, or biodiversity   Additional or creative forms of engagement are welcomed, particularly if they support long-term stewardship and local interest in the woodland. |
| 2.20.3 | The Principal Contractor will be expected to:   * Coordinate with the NCC Contract Manager to schedule appropriate timing and locations * Provide basic equipment and PPE, a site safety briefing, and first aid cover for public participants * Submit a short summary and photographs of the event for NCC records and public communications |
| 2.20.4 | The Principal Contractor will be responsible for ensuring that all community and stakeholder engagement activities are planned and delivered in a safe and inclusive manner. This includes carrying out appropriate risk assessments and complying with all relevant health and safety regulations during public-facing activities. While NCC will lead on welfare provision (see 2.20.5), the Principal Contractor must liaise with NCC to coordinate logistics and site readiness. |
| 2.20.5 | Where external stakeholders (e.g. school groups, volunteers) attend events or planting activities organised or approved by NCC, NCC will be responsible for providing suitable welfare arrangements for attendees, such as toilet access or temporary welfare units. These requirements will be agreed with the Principal Contractor in advance on a case-by-case basis. |

## 2.21 Reporting and performance tracking

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| 2.21 a | The Principal Contractor must maintain regular communication with the NCC Contract Manager to ensure smooth delivery of the contract and immediate resolution of any issues that arise. |
| 2.21.1. | Progress and activity reporting |
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| 2.21.1.1 | The Principal Contractor must complete and maintain the Contract Tracker spreadsheet, which will be hosted on the Wiggenhall Woodland Creation SharePoint site. |
| 2.21.1.2 | This must be updated by 13:00 each Monday with:   * Activities completed in the previous week (e.g. fencing, planting, maintenance) * Planned activities for the upcoming week * Any issues, delays, or changes to the delivery plan, with brief notes on cause, impact, and mitigation |
| 2.21.1.3 | Any risks that may impact significantly on the project must be reported immediately to the NCC Contract Manager. |
| 2.21.2 | Annual maintenance and monitoring reporting |
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| 2.21.1 | The Principal Contractor must prepare assist NCC in monitoring woodland establishment progress by preparing and submitting annual reports for the duration of the five-year establishment period. These reports are primarily for NCC’s internal use but must also include relevant evidence and information to support EWCO grant claims, which will be led by the NCC Contract Manager.   * Year 1 (2025/26): Following completion of planting and installation works, the Principal Contractor must submit a concise Summary of Delivery Report, confirming key outputs achieved, along with any final updates and any issues encountered. This report must be submitted after the EWCO claim for Year 1, with timing agreed in advance with the NCC Contract Manager. Any supporting evidence required for the Year 1 claim will be gathered separately in coordination with the NCC Contract Manager. * Years 2–4: A full Annual Maintenance and Monitoring Report must be submitted each year, at a date agreed with the NCC Contract Manager. * Year 5 (2030/31): A final Establishment and Survival Report must be submitted by 31st March 2031, confirming survival rates against EWCO thresholds, summarising all Year 5 activity, and identifying any outstanding actions.   Each annual report (from year 2 onward) must include, but is not limited to:   * A summary of maintenance works undertaken (e.g. weeding, replacement planting, fencing repairs, herbicide applications) * Year-on-year tree survival rate per compartment, supported by photographic evidence * Confirmation of compliance with the EWCO required survival thresholds under EWCO (typically 100% but because of overplanting NCC agrees for a 84% survival rate) * Monitoring methodology used to assess survival rates * Records of community engagement activities or volunteering days * Any issues encountered and proposed corrective actions * Details of any replanting (Year 5 only), including species and quantities us * Updated data logs or plant passports for replacement stock (if used)   NCC reserves the right to conduct spot-checks or audits to verify the accuracy of reported data and to assess whether the Principal Contractor’s monitoring methodology is robust, appropriate, and aligned with EWCO expectations. |
| 2.21.3 | Incidents |
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| 2.21.3.1 | How incidents need to be reported will depend on their nature. Incidents include near dangerous occurrences and near misses.  All incidents, near misses, or dangerous occurrences must be reported to the NCC Contract Manager within 24 hours of occurrence, with:   * Location, date and time * Description of what happened * Contact details of any third party involved (if applicable) |
| 2.21.3.2 | Where applicable the Principal Contractor must ensure a report is submitted to RIDDOR as soon as practicably possible and by no later than within 10 days for:   * Accidents resulting in the death of any person. * Accidents resulting in specified injuries to workers. * Non-fatal accidents requiring hospital treatment to non-workers. * Dangerous occurrences |
| 2.21.3.3 | If the Incident involves damage to underground utilities work must stop immediately and it must be reported to the relevant utility company |
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## 2.22 Contract monitoring

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| 2.22 a | The contract will be monitored at key stages of the project to assess progress, quality of delivery and compliance with health and safety requirements, including those specified in the approved assessment of risk and method of working. |
| 2.22.1 | Contract completion |
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| 2.22.1.1 | NCC will monitor progress via:   * the Contract Tracker spreadsheet * the supporting evidence uploaded to the Wiggenhall Woodland Creation SharePoint site |
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| 2.22.2 | Quality assurance |
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| 2.22.2.1 | NCC will inspect the work and assess the quality of the work against the specifications in:   * 2.2 Ground prep * 2.3 Fencing * 2.4 Planting * 2.5 Seed sowing * 2.6 Material specifications * 2.7 Woodland maintenance and weed management * And relevant appendices |
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| 2.22.3 | Health and safety compliance |
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|  | NCC will conduct ad-hoc unannounced site visits to verify:  • The Client-approved Construction Phase Plan is being followed • Safe Systems of Work and control measures are correctly implemented and maintained on site |
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| 2.22.4 | Principal Contractor Performance |
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|  | The Principal Contractor performance will be assessed based on:   * Timely and accurate updates to the Contract Tracker * Quality and compliance of delivered works * Health and safety performance * Responsiveness to corrective actions and communications with the NCC Contract Manager |
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## 2.23 Corrective actions

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| 2.23.1 | Where defects or non-compliance are identified (eg. failed planting, inadequate maintenance, broken infrastructure/material, etc.), the Principal Contractor must:   * Submit a corrective action plan within 10 working days of notification * Complete remedial works within a timescale agreed with NCC Contract Manager * Upload “before” and “after” evidence of corrective works to the SharePoint |
| 2.23.2 | Corrective actions must be completed promptly and at no additional cost to NCC where issues arise from actions or omissions by the Principal Contractor. Where issues result from external factors beyond the contractor’s control the cost responsibility will follow the principles set out in Section 2.7.2.  The Principal Contractor must notify the NCC Contract Manager of any such issues without delay and provide evidence as required. |
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## 2.24 Key milestones timeline

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| 2.24.1 | |  |  | | --- | --- | | Winter wheat crop harvest | Mid- August 2025 (dependent on weather) | | Sheet mulching | September 2025 | | Provide planting matrix (see 2.4.7) | Mid-September 2025 | | Deer fencing around the three compartments | September /October 2025 | | Installation of 5x vehicle gates | September /October 2025 | | Installation of 7x pedestrian gates | September /October 2025 | | Installation of 3x water gates | September /October 2025 | | EWCO Claim 1 submission | November 2025 | | Planting | 15th November 2025 to 28th February 2026 | | Snagging works to inspect and sign-off works | By 31st March 2026 | | Seed ground preparation and seed sowing (incl clover) work in margins and meadow field | April /May 2026 (subject to weather) | | Selective weed control potential spraying | Spring to Autumn 2026 and on-going | | Maintenance and monitoring period | Until 31st March 2041 (15 years after planting) | | EWCO claim 2 submission | May 2026 | |
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## 2.25 Contract and payment triggers

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| 2.25.1 | Contract price |
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|  | Please refer to the Service Specification and document ‘B1 Pricing Schedule’  All costs must be in sterling and exclude VAT. |
| 2.25.2 | Payment triggers |
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| 2.25.2.1 | Payment will be made in instalments based on the completion of key project milestones, subject to approval of submitted evidence and invoicing. The fee will be paid within 30 days of approving the invoice.  Payment triggers will be agreed with the successful provider |

1. Please see the East of Ouse, Plover and Nar IDB website for the district map, available at: <https://www.downhammarketidbs.org.uk/east-of-ouse-polver-nar/map-of-area-east-of-ouse-polver-nar-internal-drainage-board/>. Last accessed 25th June 2025. [↑](#footnote-ref-2)
2. Please see “Find a certified member” at: <https://amenityforum.co.uk/the-amenity-standard/> [↑](#footnote-ref-3)
3. Please the Health and Safety Executive webpage “Register work involving pesticides” at: <https://www.hse.gov.uk/pesticides/register.htm> [↑](#footnote-ref-4)